

**SECRET**

10 JAN 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : Scope of Activity by Task Force on Administrative Authorities

1. In the course of considering the various proposals presented by the Heads of Support Services, the task force on administrative authorities had occasion to reexamine the guidelines governing its assignment. A number of these suggestions pertain to proposed changes which can be invoked without regard to the adoption of administrative authorities in other laws, and some members of the task force felt the requests were outside the scope of its responsibility. If this view were sustained, the group's report either would not take cognizance of such items or would only briefly mention them as elements not considered. (Many of the suggestions originating in the Office of Personnel, including items in the home leave and travel package, fall in this category.)

2. In order to clarify the issue and to ensure that the group would be responsive to the wishes of the Deputy Director for Support, I submitted the attached listing of proposals to the SPA/DDS, my established contact in ODS for assistance on matters involving the task force. He informed me by phone on 9 January that the DDS desires the task force to submit a report containing positive or negative findings on all items considered by the group. In expressing this preference, the DDS acknowledged his awareness that the original impetus to the creation of the task force stemmed from the Director's delegation of authority to adopt other administrative authorities when necessary, but the DDS reaffirmed his interest in our considering other proposals of concern to the Heads of Support Services, even though internal authority could be used. He suggested that the task force prepare its report so as to distinguish between items requiring adoptive action versus those that do not.

3. I thereupon advised the task force of the DDS desire, and the group will proceed accordingly.

**SIGNED**

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Att

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